

Operating a Business in

LONG BEACH



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OPERATING A BUSINESS IN LONG BEACH

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Please visit our Website to obtain additional City information and a copy of our Business License application. Our Website address is:

www.longbeach.gov

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If materials are required in an alternative format or if special accommodation is desired, please call Business License at (562) 570-6211, or TDD at (562) 570-6793.

I. INTRODUCTION

Welcome to the City of Long Beach!

We are pleased that you chose Long Beach as the place to start or relocate your business. You could not make a better business decision!

A truly international city, Long Beach offers a limitless variety of economic, business, housing and recreational opportunities. Whether by land or water, this City offers unparalleled access to its business community. Strategically located on the Southern California coast between the Los Angeles and Orange County economic engines, Long Beach is land accessible by four major freeways (405, 605, 710 and the 91). Meanwhile, the Port of Long Beach is the 2nd largest port on the West Coast and provides one of the main gateways to the Far East.

Long Beach is a city that cares about its residents and its business community. We want you to succeed with your business endeavors! Thus, the City has developed a vast array of services geared specifically to assist the business community. These services range from business workshops, SBA loans, site selection assistance, permit processing assistance and more.

This booklet has been developed and organized with the primary purpose of assisting business owners with all licensing and permitting questions. It is meant to be the principal source of information relative to starting, operating and maintaining a business in the City of Long Beach. We strongly recommend that you read the entire book in order to acquaint yourself with the rules, regulations and procedures. We have included vital information for first time business owners.

We hope you find this book useful and that it answers many if not all of your questions. If you require further assistance, please feel free to call us Monday through Friday from 7:30 a.m. to 4:30 p.m. Please refer to the telephone listing of the various City departments that can assist you in Chapter X.

We strongly encourage you to take advantage of the many services offered by the City – we are here to help you succeed.

Good luck and good business!

PLEASE NOTE THAT ALL THE PROVISIONS CONTAINED WITHIN THIS BOOKLET ARE TO BE COMPLIED WITH FULLY BEFORE OPERATING YOUR BUSINESS. PLEASE KEEP THIS BOOKLET AND THE COMPLETED SELF-INSPECTION FORMS ON FILE AT YOUR PLACE OF BUSINESS.

II. GENERAL BUSINESS LICENSE APPLICATION REQUIREMENTS AND PROCEDURES

The Long Beach Municipal Code (L.B.M.C.) requires all businesses operating in the City of Long Beach to pay a business license tax. In some cases the City may require a regulatory permit and/or evidence of a State or Federal license. The information contained in this booklet is applicable to the City of Long Beach. Any error or omission does not excuse the business owner from any other regulations or penalties. The following is an outline of the preliminary steps to take prior to applying for a City Business License as well as the application procedure.

City Zoning/Land Use Regulations

Once you have a specific location in mind to establish your business, call the Zoning and Development Services Division (562-570-6194) of the Planning and Building Department to check the zoning of the subject site, your parking requirements and allowable signage. By calling the Zoning Division, you are making sure that your intended use is permitted or determining if it requires a discretionary permit in order to establish the use. Discretionary permits consist of Administrative Use Permits (AUP's), Conditional Use Permits (CUP's), Standards Variances (SV's) and Coastal Permits (LCP's). All of these permits have specific filing requirements and fees and must be publicly heard in order to be acted upon. Certain uses trigger these permits, for example, if your business plans included selling alcohol or having a drive-thru, you would need to obtain a Conditional Use Permit.

Home Occupation Businesses

Zoning regulations limit what type of business can be conducted from home and define the manner in which the business can operate. Section VII of this booklet contains specific requirements for operating a home business and lists the permitted and non-permitted home occupation uses. For more information contact the Zoning Division at (562) 570-6194.

Building Permits

After speaking to Zoning and getting their requirements, you will need to check with the Building Bureau (562-570-6651) in the Department of Planning and Building. When speaking to their representatives, be sure to mention the scope of your project and what improvements you are planning to make. These improvements can take the form of a new addition, a facade remodel, new interior walls, counters, plumbing, electrical, heating or air conditioning. Many of these improvements require building permits, which can only be obtained and the work performed by state licensed contractors. In addition to the proposed improvements, the Building Bureau personnel can tell you the types of permits required and what will need to be filed in order to apply for the building permits.

In order to apply for a building permit, you must typically submit a set of plans drawn to scale, that depict the existing conditions at the site and the proposed improvements. The complexity of your proposed improvements will determine the components that must be included in the plans. Minor improvements will generally require a site plan and floor plan. More complex projects could result in foundation and framing plans, finished elevations, isometric drawings, structural and energy calculations. All is dependent on the level of work to be performed.

**II. GENERAL BUSINESS LICENSE APPLICATION
REQUIREMENTS AND PROCEDURES (Continued)**

State Licenses

Many occupations, such as physician, attorney, real estate broker, construction contractor, etc., require a state license; and you may be required to show proof of this license before a City Business License is issued. Failure to obtain that license may carry a fine or penalty. If you are in doubt about state licensing requirements for your business you should contact the State Department of Consumer Affairs at (800) 344-9940.

Filing a Fictitious Name Statement

A fictitious name or DBA (Doing Business As) is the name a business uses other than the owner's name, or in the case of a corporation one that is different from that registered in the articles of incorporation. If you are using a fictitious name the California Business & Professions Code requires that you file a fictitious name statement. It is also important to do this to enable the consumer to know who he/she is doing business with, to entitle you to initiate suits for the protection of the name and because most banks require you have proof of filing to open a business account using the fictitious name. You may file a fictitious name with the Los Angeles County Recorder or through one of the local newspapers. For more information contact the Los Angeles County Registrar at (562) 462-2177.

State Sales and Use Tax Permits

If your business involves the sale of tangible personal property either retail or wholesale, you are required to obtain a seller's permit from the State Board of Equalization. As a seller, you must remit sales tax (collected from the consumer at the time of sale) to the Board. The Board will advise you of the time and manner in which taxes are to be reported and paid. Failure to register for a seller's permit and pay taxes in the manner prescribed may result in a fine or other penalty. For more information call the State Board of Equalization at (310) 516-4300.

Federal and State Employer Requirements

All businesses that have employees are required to obtain a federal employer identification number from the U.S. Internal Revenue Service. This is required for purposes of withholding and payment of employee taxes. For more information contact the IRS at (800) 829-1040. As an employer, you may also be required to file with the State of California Employment Development Department. This is for the purpose of withholding employee tax, as well as for meeting unemployment insurance requirements. For more information contact the Employment Development Department, Employer Tax Information Center, at (562) 428-0021.

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II. GENERAL BUSINESS LICENSE APPLICATION REQUIREMENTS AND PROCEDURES (Continued)

City Business License Application Instructions

Once you have completed the requirements listed above you may apply for your City Business License. The following is a list of information you will be required to provide in your application.

General Information

- Reason for application - indicate whether this is a new business, change of address for an existing business, change of ownership, or a secondary license to an existing business.
- Business structure - a sole proprietorship, partnership, corporation, limited liability partnership (L.L.P.), limited liability company (L.L.C.), or trust.
- Owner's name - if a partnership, the partners' names; if a corporation, the name of the corporation as registered with the Secretary of State.
- Driver's License number and Social Security number of the owner or one of the partners or officers of a corporation.
- Business name - the name used for the business other than owner's name (DBA discussed in Section II - Fictitious Name).
- Type of business - state exactly what type of business activity you will be engaged in.
- Business address - the exact location where the business activity is to be conducted.
- Business phone number.
- Mailing address - if other than the business address.
- Residence address - if other than the business address.
- For a partnership or corporation, the name(s) and residence address(es) of the owner, partners or principal officers of the corporation and their titles and percent ownership in the business.

Business Operations Information

- The date the proposed business will start in Long Beach.
- The number of employees - including owner, manager, partner etc., as well as family members that work in the business. (For further information see definition of employee, Section III).
- Federal Tax Identification number.
- State Sales Tax number (seller's permit).
- Whether your business requires a state license and if so, the license number, classification and renewal date.

Operating a Business in Long Beach

II. GENERAL BUSINESS LICENSE APPLICATION REQUIREMENTS AND PROCEDURES (Continued)

Food • Alcohol • Entertainment (If you plan to sell or serve food, including prepackaged food, alcohol, or provide entertainment.)

- The number of square feet of food products displayed.
- The number of seats for food service.
- Alcohol Beverage Control (ABC) license number.
- The number of amusement machines, video games, and/or pool tables.
- The number of vending machines.
- Whether your business involves dancing, live music, amplified music, or karaoke.

Services • Fund-raising

- Does your business provide any towing service?
- Does your business provide a massage, body wrap, escort, or similar service?
- Does your business engage in fund-raising activity?
- Does your business deal in coins, stamps, firearms, jewels or second-hand property?

Hazardous Materials

- Does your facility use, store, or transport any chemical(s) during the course of any business activity, operation or maintenance? Hazardous materials are chemicals or substances which exhibit physical or health hazards whether they are in a usable or waste state such as paints, thinners, parts washers, hydraulic/cooling oils, compressed gases, etc.
- Does your business manage or produce bio-hazardous materials or waste?

Medical Waste

- Does your business generate any quantity of medical waste such as syringes, needles, blades, blood, human or animal parts or tissues and contaminated animal carcasses?
- Does your business have an x-ray machine for the diagnosis of human or animal ailments?

Building and Facility Information

- Total square footage of your building or facility.
- Total square footage of the space used for the general public.
- Do you own or rent/lease your business property?
- Will your business property be modified through construction or remodeling?

Acknowledgment

- Please read carefully and sign.

II. GENERAL BUSINESS LICENSE APPLICATION REQUIREMENTS AND PROCEDURES (Continued)

The business license application may be completed by the owner or an authorized agent, but all the information must be complete and accurate before a license is issued. In most cases a license can be issued upon receipt of the application and payment of the applicable tax and permit fees.

In some instances, the city requires inspections or investigations prior to issuance of the license and before a business can operate. For most businesses this takes two weeks or less. However, for some types of businesses this may take longer and may require approval by the City Council.

All of the City, County, State, and Federal offices referred to in this section are referenced in the Important Addresses and Phone Numbers section in the back of this booklet.

Conditional License

Businesses that require inspections may be issued a Conditional Business License certificate at the time of inspection. The Conditional Business License will allow the business to remain open while making any departmental required corrections. This certificate will be valid for a maximum of 180 days from date of issuance, and must be posted at the place of business so that it is visible to the public. Once the corrections are done within the 180 days, the business will be cleared and a Business license will be issued.

Business Categories & Self-Evaluation Inspection Requirements

The City of Long Beach has divided businesses into three categories – Minimal Impact, Moderate Impact and Substantial Impact. These categories are based on the effect they may have on the public safety or welfare of the community.

A. Minimal Impact Businesses – These have little or no impact on the public safety or welfare of the community. These include businesses that are not involved in any hazardous process, do not handle any hazardous materials, and typically have limited interaction with the public. Included in this category are businesses operating as offices, such as accountants and secretarial services. The City performs a minimal review and these businesses are required to conduct a Self-Evaluation Inspection using the checklist provided in this booklet (**see section VIII**).

B. Moderate Impact Businesses – These have some potential to impact the public safety or welfare of the community. These include small retail food stores and small equipment repair shops. For these businesses, a moderate review will be performed by the City involving an on-site inspection by no more than one City department (**see section VIII**). For example, Fire inspectors may also conduct necessary inspections for the City's Health and Building Departments.

C. Substantial Impact Businesses – These have the potential to substantially impact the public safety or welfare of the community. These include businesses that handle or produce hazardous or toxic materials (such as auto repair shops or manufacturing facilities), or businesses that interact with a large number of people (such as restaurants or nightclubs). For these businesses, the City must perform an extensive review (see minimum inspections requirements (**see section VIII**) before scheduling inspection). This may require inspection expertise from several City departments. To make these inspections more convenient for businesses, inspections will be conducted as a team. For example, Fire, Health and Building inspectors will be scheduled by the business owner to conduct a joint inspection.

Operating a Business in Long Beach

III. BUSINESS LICENSE ADMINISTRATION AND PENALTIES

The payment of business license tax and the regulation of certain businesses are covered in Long Beach Municipal Code (L.B.M.C.) Chapter 3.80 and Title 5 respectively. As a business owner you must comply with all applicable City, State and Federal laws regarding the operation of your business. The following information is included to assist you in meeting City regulations for business license payment and reporting requirements. For further information, refer to the L.B.M.C. or contact the Business License Section at (562) 570-6211.

License and Tax Payment Required

Under the Long Beach Municipal Code (Section 3.80.210), any person operating a business in the City of Long Beach is required to obtain a business license and pay an annual business license tax, prior to the operation of that business.

Term of License

A Business License is valid for one (1) year from the date of issuance (unless otherwise noted) and must be renewed each year. A renewal notice is sent to the licensee ten (10) days prior to the due date and the licensee has thirty (30) days to pay without penalty. If a notice is not received by the licensee he/she is still responsible for payment by the due date. The licensee should contact the Business License Section to report any change of mailing address.

Penalties

A penalty equivalent to twenty-five percent (25%) of the payment due applies to all delinquent licenses that remain unpaid after thirty (30) days from the due date. An additional ten percent (10%) penalty is added on the first day of the calendar month following the imposition of the twenty-five percent (25%) penalty if the tax still remains unpaid, up to a maximum of one hundred percent (100%) of the tax due. The postmark will govern the determination of whether or not a tax payment is delinquent. A delinquent tax will be deemed a debt to the City, and the licensee shall be subject to legal action if it remains unpaid.

Separate License for Each Place of Business

A separate business license must be obtained for each branch or separate office or place for carrying on any business located in the City of Long Beach. The amount of the license shall be equal to the amount of the original business license tax.

Multiple Businesses at One Location

When more than one business activity is engaged in at the same location, and the activity falls into a classification other than the original license, the licensee is required to obtain an additional license for each business activity.

Definition of an Employee

For the purpose of Business License taxation in the City of Long Beach an employee is defined as: Any person engaged in the operation or conduct of any business in Long Beach, whether as owner, member of the owner's family, partner, associate, agent, manager or solicitor, and any person employed or working in such business, whether full-time, part-time, permanent or temporary, for a wage, salary, commission or room and board. The owner of a sole proprietorship is not considered an employee.

**III. BUSINESS LICENSE ADMINISTRATION
AND PENALTIES (Continued)**

Change of Location

Every person possessing a City of Long Beach Business License who changes the location of his/her place of business shall, prior to engaging in such business at the new location, have the City approve the new location on the license.

Display of License

Every person having a license shall prominently display the license at the place of business. If the business is operated from a vehicle, an identifying decal issued by the City shall be affixed to the vehicle and the business license shall be carried by the licensee.

Distribution of Advertising Matter on Private Property

Chapter 5.46 of the L.B.M.C. contains regulations on the distribution of advertising matter on private property. The following summarizes these regulations.

- Advertising matter shall not be placed on private property where there is a sign stating "No Advertising Matter" unless the distributor has written consent from the person in charge or possession of the property.
- Advertising matter shall not be placed on property that is unoccupied or where a previous day's distribution of matter has not been removed.
- Any person distributing advertising matter shall do so by placing it in a receptacle, clip or device designed for that purpose near the front door or mail box on the property.
- When there is no receptacle, clip, or device as described above, advertising matter shall be placed on the porch or vestibule of the building, provided the matter is wrapped, tied, or folded so as not to be blown free by the wind.

Any business violating these regulations may be subject to a misdemeanor citation and/or revocation of their City Business License. Please contact the Business License Section at (562) 570-6211 if you have any questions about the regulations.

Operating a Business in Long Beach

IV. FREQUENTLY ASKED QUESTIONS

Question: If I am operating a food facility (restaurant, market, lunch truck, etc.), do I need Health Department Approval before I can open to the public?

Answer: Yes. *If the food facility is a new facility or is re-opening after being closed for more than 30 days, Health Department approval is required before opening to the public.*

Question: If the food facility is in continuous operation, may it continue to operate during the licensing process?

Answer: Yes.

Question: If I am building or remodeling a food facility, do I need to submit plans to the Health Department and Water Department?

Answer: Yes. *All new or remodeled food facilities must have plans approved by the Health and water Departments before submitting plans to the Building department. Health Department approval must be granted before the start of construction.*

Question: At what time should I expect to be inspected by the group licensing team?

Answer: *On the day you are scheduled for a group inspection, you should expect to remain at your place of business between 8:00 a.m. and 4:00 p.m. If an inspection is missed, a re-inspection fee will be charged.*

Question: Which City of Long Beach Department(s) will inspect my establishment?

Answer: *You will be inspected by one or more of the following Departments: Building, Fire, Police, and Health*

Question: What happens when I am told to make corrections by any of the Departments?

Answer: *The corresponding inspector will give you a report with a list of corrections as well as a date by which to comply with all corrections.*

Question: Do I need a portable fire extinguisher for my business?

Answer: Yes. *A minimum of one (1) 2A: 10BC portable fire extinguisher within 75 feet of travel is required. Fire extinguishers shall be serviced and tagged annually.*

Question: Do I need to have an address on my building?

Answer: Yes. *The address of the business shall be displayed on the building so that it is visible from the street. If applicable, the suite or nit number associated with the business should be included on the door.*

Question: When am I required to have a Fire Permit?

Answer: *You are required to obtain a Fire Permit when you create conditions hazardous to life or property and when your business is a place of assembly (occupancy of 50 or more people).*

Question: Can I store anything in an exit corridor?

Answer: *All exits shall be unobstructed at all times.*

Question: Are permits required for my business?

Answer: *Permits, plans and approvals may be required from several different departments depending on the nature of the business. Following are examples of the various permits issued by City departments*

Department	Permit	Department	Permit
Business License:	Vending Machines, Pool Tables, Alarm Permits	Health:	Hazardous Materials, Food
Planning:	Sign, Conditional Use Permit (CUP)	Fire:	General Use, Hazardous Use
Building:	Electrical, Plumbing, Mechanical	Police:	Regulatory Permits (Alcohol, Massage, Towing)

V. BUSINESS ASSISTANCE INFORMATION

The City of Long Beach, through the Business Development Center, offers various resources to assist new and established businesses in Long Beach. The Center's goal is to increase business opportunities, generate development, and create and retain employment opportunities in Long Beach. The Center accomplishes these goals through the Private Industry Council, the U.S. Small Business Administration, direct loan programs, the Long Beach Area Certified Development Corporation, and other local lenders. Some of the services the City offers that may assist you in operating your business include:

Business Consulting

The City's Business Consulting Service, in cooperation with the Chamber of Commerce, can help your business grow and help you expand your business knowledge in those areas where more expertise is needed. Free consulting services are available in public relations and promotions, marketing and advertising, business and strategic planning, financing your business, managing your growth successfully, personnel procedures, accounting services, and retail merchandising.

Business Loan Program

The City offers several loan programs for which your business may be eligible. These programs provide working capital to purchase equipment, to improve real estate, or for other eligible uses.

Enterprise and Revitalization Zones

If your business is located in either the City's Enterprise or Revitalization Zones your business may be eligible for state tax incentives. These incentives include tax credits on sales and use taxes, income tax reductions up to half the amount of wages paid to employees, expanded business expense deductions, carryover of net operating losses, and deduction of net interest earned on loans made to businesses in these zones.

Business Seminars, Workshops and Conferences

The City offers seminars and workshops on topics important to the business owner including Financial Management, Business Start-up, Home Based Businesses, and Import and Export. The City can also direct you to other business training resources in the Long Beach area.

For further information please call the City's Business Development Center at (562) 570-3800.

VI. UTILITIES INFORMATION

Gas, Water, Refuse, Sewer

Gas, water, refuse and sewer service is provided by the City of Long Beach. Requests for service should be made to the Commercial Services Bureau, at (562) 570-5700. Customer Service Representatives take orders for service Monday through Friday, 7:30 a.m. to 4:30 p.m. by phone or in person in the lobby of City Hall, 333 W. Ocean Boulevard, Long Beach. You can usually have service on the following day. To obtain service for a new business, a deposit is required. The deposits vary depending on the business type and/or the utility usage history.

Electricity

For information regarding electrical service or electrical service providers, you may call Southern California Edison (S.C.E.) at anytime (24 hours a day) at (800) 656-4555.

Telephone

Verizon provides phone service in Long Beach. Requests for business service connections can be made by phone to (800) 483-5000 between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday. New business installations may require one or two weeks notice.

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VII. HOME OCCUPATION BUSINESSES SELF INSPECTION FORM **Standard Rules of Operation**

In any building rated for residential occupancy under the building regulations in any district, a small and unobtrusive business may be conducted within a dwelling unit provided that:

A: The primary use of the unit shall be a dwelling; and

B: The following standards shall be complied with at all times:

- ☐ 1. No person other than a resident of the dwelling unit shall be engaged or employed in the home occupation, and the number of residents engaged or employed in the home occupation shall not exceed two (2).
- ☐ 2. No sign shall be displayed in a manner visible outside the dwelling unit. Vehicles with signs identifying the home occupation shall be parked so that they cannot be seen from the public right-of-way.
- ☐ 3. No mechanical equipment shall be used except that which is necessarily, customarily or ordinarily used for household or leisure purposes. Such equipment shall not generate noise higher than the noise standards established for residential uses.
- ☐ 4. No toxic, explosive, flammable, combustible, corrosive, etiologic, radioactive, or other restricted materials shall be used or stored on the site.
- ☐ 5. There shall be no outside operations, storage or display of materials or products.
- ☐ 6. Total storage of materials or products used in the business shall not exceed one hundred and twenty-eight (128) cubic feet.
- ☐ 7. The residential appearance of the premises shall not be altered. Creation of a separate entrance to the dwelling or the use of an existing entrance exclusively for the business shall not be permitted.
- ☐ 8. No process shall be used which is hazardous to public health, safety or welfare.
- ☐ 9. Visitors, customers or deliveries to the dwelling unit shall not exceed that which normally and reasonably occurs for a residence. Visitors and deliveries shall be limited to not more than two (2) business visitors an hour and eight (8) visitors a day, and not more than two (2) deliveries of products or materials a week.

Operating a Business in Long Beach

VII. HOME OCCUPATION BUSINESSES SELF INSPECTION FORM Standard Rules of Operation (Continued)

- ☐ 10. The occupation shall not displace or block the use of parking spaces required for the residential use including any business storage in required garage-parking areas.
- ☐ 11. No advertisement shall be placed in any media containing the address of the property.
- ☐ 12. Not more than two (2) vehicles shall be used in the business. Only one (1) vehicle may be commercially licensed.
- ☐ 13. No office or business shall be conducted from a garage location (M occupancy).
- ☐ 14. Smoke detectors shall be centrally located in corridors leading to sleeping rooms or above stairs if sleeping rooms are on an upper level. Each sleeping room requires a separate smoke detector.

If you need any assistance please contact the City's Zoning Division at (562) 570-6194.

Operating a Business in Long Beach

Home Occupations Permitted/Prohibited Uses

HOME OCCUPATION PERMITTED USES		PROHIBITED USES
1. Accounting	26. Interior Designer	1. Ambulance Service
2. Advertising	27. Internet Sales/Service	2. Appliance Repair
3. Architecture	28. Jewelry Making	3. Automobile Repair/Parts/ Upholstery/Detailing
4. Art Restoration	29. Jewelry Repair	4. Beauty Salons/Barber Shops
5. Artist Studio	30. Laundry Service	5. Boarding House/Board and Breakfast/Hotel/Time Share
6. Attorney	31. Locksmith	6. Carpentry/Cabinet Makers
7. Bookkeeping	32. Mail Order (no retail)	7. Ceramics (kiln of more than six (6) cubic feet)
8. Child Day Care Home	33. Marketing	8. Churches/Religious Instruction
9. Coin and Stamp Dealer	34. Misc. Mobile Service	9. Contracting
10. Computer Programming	- Boat Cleaning/Repair	- Masonry
11. Consulting	- Business Equipment Repair	- Plumbing
12. Contract Sewing (one machine)	- Carpet/Draperies Cleaning	- Painting
13. Contracting (office use only)	- Chimney Service	10. Gun Sales/Repairs (including gun shows only)
- Building	- Courier Service	11. Helium Balloons
- Cement	- Drain Cleaning	12. House Painting
- Cesspool	- Food Delivery (no home cooking)	13. Knife Sharpening
- Electrical	- Gardening/Landscaping Maintenance	14. Limousine/Pedicab Service
- Electrical Maintenance	- Handyman	15. Medical/Dental Office
- Engineering	- Janitorial Service	16. Mortician/Hearse Service
- House Moving	- Knife Sharpening	17. Palm Reading/Fortune Telling
- Lathing	- Pet Sitting (No boarding)	18. Private Clubs
- Miscellaneous	- Physical Therapy	19. Religious Services
- Plaster	- Small Appliance Repair	20. Restaurants/Taverns/Food
- Refrigeration	- Swimming Pool Cleaning	21. Retail Sales from Site (except direct distribution)
- Roofing Preparation	- Telephone Installations	22. Skin Care
- Security Alarms	- Tub/Sink Glazing	23. Tax Preparation
- Sewer	- Window Cleaning	24. Tow Truck Service
- Tile & Marble		25. Upholstery
- Weather Stripping		26. Veterinary Uses (including care, grooming or boarding)
14. Dental Laboratory	35. Nurses Registry	
15. Direct Sales Product Distribution	36. Photography-Freelance	
16. Discount Coupon Book/ Membership Sales	37. Private Patrol Officer	
17. Drafting/Graphic Design	38. Promoting	
18. Electronic Assembly/Repair	39. Property Management	
19. Employment Agent	40. Real Estate	
20. Engineering	41. Sales Representative (office use only)	
21. Flower Arranging	42. Soliciting	
22. Gift Basket Assembly (prepackaged items only)	43. Stocks & Bonds Broker	
23. Home Crafts (including ceramics with kiln up to six (6) cubic feet)	44. Tailoring	
24. Instructor/Personal Trainer	45. Telephone Answering	
25. Insurance Broker	46. Travel Agent	
	47. Watch Repair	
	48. Word Processing	
	49. Writing	

Operating a Business in Long Beach

VIII. MINIMAL REVIEW BUSINESS SELF-INSPECTION FORM (Not applicable to Home Occupation Business)

The purpose of this inspection is to ensure that all businesses in Long Beach meet the minimum requirements of the Uniform Building and Fire Codes, the Zoning Ordinance and other applicable City Ordinances.

This self-inspection form is required to be completed by the owner/operator of your place of business.

Upon completion, this form shall be kept at your place of business with your Business License. NOTE: Any additions and/or alterations to the business location prior to opening and after the approval process must be approved by the Planning & Building Department.

All items listed are to be inspected for complete compliance **before** your business is open to the public and, if required, prior to scheduling the business license team inspection.

INSPECTION GUIDELINES/REQUIREMENTS

- ☐ 1. **Addresses** are to be placed in such a position as to be plainly visible and legible from the street or road fronting the property. (UFC 10.301 (a))
- ☐ 2. Signs for advertising the business shall be approved by the Planning Department (i.e. banner signs, wall signs, pole signs).
- ☐ 3. **Aisles** shall be free from all obstructions. Width - minimum of 36" wide, 44" if serving both sides. (UFC 12)
- ☐ 4. There shall be no enclosed usable space under stairways in an exit enclosure, nor shall the open space under such stairways be used for any purpose. (UFC 12.109 (c))
- ☐ 5. **Exits** shall be unobstructed. Corridors width - Serving 10 or more occupants shall be 44" minimum. (UFC 12.108)
- ☐ 6. **Doors provided for exit purposes** shall be operable from the inside without the use of a key or any special knowledge or effort. Exceptions: This requirement shall not apply to exterior exit doors if there is a readily visible sign on the door, stating: **THIS DOOR TO REMAIN UNLOCKED DURING BUSINESS HOURS**. The sign shall be in letters not less than one (1) inch high. (UFC 12.106 (c))
- ☐ 7. **Exit doors** shall swing in the direction of the egress when serving an occupant load of 50 or more. (UBC 3004 (b))
- ☐ 8. **Exit signs** are not required to be posted over a main entrance but internally lit signs shall be required in hallways when buildings have occupant load of 50 or more persons. (UFC 12.111)
- ☐ 9. **Gates & Barriers** - Gates and barriers shall be operable without the use of a key or any special knowledge or effort. Gates and barriers in an exit shall not be locked, chained, bolted, barred, latched or otherwise rendered unopenable at times when the building or area served by the exit is occupied. (UFC 12.107 (b))

Operating a Business in Long Beach

VIII. MINIMAL REVIEW BUSINESS SELF-INSPECTION FORM (Continued)

INSPECTION GUIDELINES/REQUIREMENTS

- ☐ 10. **Hazardous Materials** - No flammable/combustible or other type materials shall be utilized within this occupancy without Fire Department approval. **Exception:** Cleaning supplies for maintenance in minimal amounts. Contact Fire Prevention on type and quantity if applicable.
- ☐ 11. **Extension Wiring** - When hazards are identified, measures to correct the hazard shall be taken. (UFC 85.104)
- ☐ 12. **Extension Cords** shall not be used as a substitute for permanent wiring. (UFC 85.106 (a))
- ☐ 13. **Fire Extinguishers** - A minimum of one (1) 2A:10-BC extinguisher within 75 feet of travel. Fire extinguishers have to be serviced and tagged annually. (NFPA 10)
- ☐ 14. **Guardrails** - All enclosed floors, roofs, landings, ramps, balconies and porches which are more than 30 inches above surrounding grade or a floor below, must be protected by a guardrail not less than 42 inches in height. The intermediate rails or ornamental pattern of a guardrail must be constructed such that a 4-inch sphere cannot pass through.

The following requirements apply **specifically** to the below listed business types. If you need any assistance with the below items, please contact Fire Departments Code Enforcement Captain at (562) 570-2560.

AUTOMOTIVE/VEHICLE SERVICES TRANSPORTATION/COMMUNICATION

- ☐ 15. Fuel dispensing and vehicle repair is not allowed at this occupancy.

ENTERTAINMENT (Facilities with a hood system)

- ☐ 16. No cooking allowed within this facility without separate Fire Department approval.
Exception: Microwave.

INSTITUTIONS

- ☐ 17. **Wedding Chapel and Mortuary** - If the area available to public for assembly has fixed seating for 49 or more, contact Fire Prevention to schedule an inspection.

THIS FORM IS TO BE KEPT AT YOUR PLACE OF BUSINESS WITH YOUR BUSINESS LICENSE.

Operating a Business in Long Beach

IX. BUSINESS TAXES AND FEES

Business License Tax Rates (Effective July 1, 2003)

Class	Type of Business	Base Rate	Employee/Other Fees
(A)	Contractors	\$ 259.70	\$13.48
(B)	Manufacturing	\$ 259.70	\$ 6.74
(C)	Miscellaneous Mobile	\$ 173.15 per vehicle	
(E)	Professionals	\$ 259.70	\$20.23
(F)	Recreation & Entertainment	\$ 259.70	\$13.48
(G)	Space Rental/Residential	\$ 56.12 flat rate plus per unit fee of:	\$24.63
(H)	Space Rental/Nonresidential	\$.029 per square foot	
(I)	Retail	\$ 259.70	\$ 6.74
(J)	Services	\$ 259.70	\$13.48
(K)	Vending Operations	\$ 4.93 per \$1000 gross receipts	(Minimum \$104.40)
(L)	Wholesale	\$ 259.70	\$ 6.74
(M)	Unique Businesses		
	- Amusement Games/Mach.	\$ 432.85 per machine or seat	
	- Bed & Breakfast	\$ 259.70	\$13.48
	- Billiards/Pool	\$ 96.18 per table	
	- Booth Selling	\$ 38.45 per booth/per day	
	- Bowling Alley	\$ 96.18 per lane	
	- Consignment	\$ 59.66 per space	
	- Consignment (Regulated)	\$ 59.66 per space plus one time	\$15.00 Regulatory Fee
	- Display/Selling Booth	\$ 1.92 per booth	
	- Farmers Market	\$ 57.70 per stall/booth	
	- Medical Transport	\$ 96.18 per vehicle	
	- Mobile Food Vendor	\$ 327.05 per vehicle	
	- Movie/Live Theater	\$.58 per seat	
	- Outdoor Sales Event	\$ 2885.71 plus per space booth fee of:	\$1.92
	- Peddling (Annual)	\$ 961.78 per year	
	- Peddling	\$ 96.18 per day	
	- Pedicab	\$ 173.15 per pedicab	
	- Shoeshine Stand	\$ 96.18 per stand	
	- Vehicle for Hire	\$ 355.70 per vehicle	
	- Vehicle Rental Agency	\$ 93.59 per vehicle	
	- Home Operated Businesses	\$ 159.27 (<i>Long Beach based only</i>)	\$ 6.74
	- Independent Contractors	\$ 159.27	\$13.48

Any new business, which has its location in Long Beach or any business that changes location in

Long Beach must pay a Zoning Investigation Fee of \$14.00.

Any business requiring a building inspection must pay an inspection fee as follows: \$77.00 for a single inspection or \$194.00 for a complex inspection. Questions regarding zoning reviews or building inspections should be directed to the Department of Planning and Building at 570-6651.

***If the business owner or operator is unprepared for or misses a scheduled business license inspection without giving a minimum of 24 hours notice to the appropriate City agency a re-inspection fee shall be assessed. The owner or operator shall be on the premises 30 minutes prior to inspection.**

IX. BUSINESS TAXES AND FEES (Continued)

Business Improvement Area Rates

According to California State Law, business and property owners within limited geographic areas may form business improvement areas (BIA) for the purpose of providing street and sidewalk improvements, maintenance, promotions of public events, musical events, tourism, business directories, or funding other activities, which benefit local business owners. These activities are funded by an assessment of all business license holders in the district. It is up to the BIA, with approval from the City Council, to determine the amount of the assessment.

Bixby Knolls Business Improvement Area Fees		
• Contractors	• Wholesale	
• Manufacturing	• Unique Business	\$ 135.00 + \$ 2.50 per employee
• Professionals	• Insurance	
• Services	• Vending	\$ 165.00 + \$ 3.25 per employee
• Retailing		\$ 185.00 + \$ 4.00 per employee
• Financial Institutions		\$ 500.00
Belmont Shore Business Improvement Area Fees		
• Contractors	• Wholesale	
• Professionals	• Unique Business	\$ 212.90 + \$ 11.00 per employee
• Recreation/Entertainment	• Vending	
• Services		
• Retail	• Manufacturing	\$ 365.82 + \$ 5.50 per employee
• Financial Institutions		\$ 548.74 + \$ 5.50 per employee
• Insurance		\$ 212.90 + \$11.00 per employee
Downtown Long Beach Business Improvement Area Fees		
• Contractors	• Services	
• Manufacturing	• Wholesale	
• Professionals	• Unique Business	\$ 318.54 + \$ 5.36 per employee
• Recreation/Entertainment	• Vending	
• Retail		

**Please direct questions regarding the above fees to the specific
Business Improvement Area office referenced on page 21.**

IX. BUSINESS TAXES AND FEES (Continued)

Your business may be subject to other state or local taxes depending on the type of business, the business operation or location. These taxes may include the following:

1. Utility Users Tax

All businesses and residents of Long Beach pay a tax on electricity, gas, water and telephone services.

2. Transient Occupancy Tax

Businesses providing transient room rentals (hotels & motels) are required to collect and remit to the City a 12% tax on room rentals.

3. Sales Tax

If your business involves the sale of tangible personal property either retail or wholesale, you are required to collect sales tax and remit it to the State. Sales tax rates are set by the state and the county and the current rate is 8.25%.

4. Property Tax

If you own the property on which your business is located, you will pay property tax. The county administers this tax, which currently averages 1.0% of assessed property value annually. The rate varies by assessment district.

5. Income Tax

There is no local income tax. State and Federal taxes apply.

Your business may require a fire permit or health permit. You will be advised at the time you file your business license application whether other permits are required, based on the information you provide in the application. To ensure that we give you the correct information about all the permit requirements, please be sure to fill out the application completely and accurately. If you have any questions regarding health or fire permits please contact those departments directly, at the number listed in the directory at the back of this brochure.

X. IMPORTANT ADDRESSES AND PHONE NUMBERS

City of Long Beach

Business Development Center (562) 570-3800

110 Pine Avenue, 11th Floor

Long Beach, CA 90802

- **Business Consulting**
- **Business Loan Program**
- **Enterprise & Revitalization Zones**
- **Seminars, Workshops, Conferences**

Business License Section (562) 570-6211

333 W. Ocean Boulevard - Fourth Floor (562) 570-6793 TDD

Long Beach, CA 90802

Development Services Center

333 W. Ocean Boulevard - Fourth Floor

Long Beach, CA 90802

- **Public Works** (562) 570-7082
- **Building Bureau** (562) 570-6651
- **Permit Processing Assistance** (562) 570-3810
- **Planning/Zoning/Land Use Regulations** (562) 570-6194

Fire Department (562) 570-2560

Fire Prevention Bureau

925 Harbor Plaza, Suite 100

Long Beach, CA 90802

Health & Human Services (562) 570-4132 - General

Environmental Health Division (562) 570-4131 - Hazmat/Medical

2525 Grand Avenue

Long Beach, CA 90815

Police Department (562) 570-7219

Special Investigations Division

100 Long Beach Boulevard

Long Beach, CA 90802

Purchasing Division Procurement Hotline (562) 570-6361, Extension 7

333 W. Ocean Boulevard, Plaza Level

Long Beach, CA 90802

Operating a Business in Long Beach

X. IMPORTANT ADDRESSES AND PHONE NUMBERS (Continued)

Long Beach Business Support Associations:

American Women's
Economic Development Corp. (562) 983-3747

Belmont Shore Business Association (562) 434-3066

Bixby Knolls Parking and
Business Improvement Area (562) 595-0081

Downtown Long Beach
Business Associates (562) 436-4259

Greater Los Angeles
World Trade Center Association (562) 495-7070

Long Beach Area
Certified Development Group (562) 983-7450

Long Beach Area
Chamber of Commerce (562) 436-1251

Long Beach Community Partnership (562) 491-3975

Long Beach Area
Convention & Visitors Council (562) 436-3645

Long Beach Public Corporation for the Arts (562) 983-3820

Small Business Development Center,
South Bay (310) 787-6466

Operating a Business in Long Beach

X. IMPORTANT ADDRESSES AND PHONE NUMBERS (Continued)

Los Angeles County

AQMD South Coast Air Quality Management District

21865 E. Copley Drive
Diamond Bar, CA 91765
(909) 396-2000

Los Angeles County Assessor

1401 E. Willow Street
Signal Hill, CA 90755
(562) 256-1701

Los Angeles County Registrar

12400 E. Imperial Highway, Suite 1007
Norwalk, CA 90650
(562) 462-2177

State of California

Alcoholic Beverage Control

3950 Paramount Boulevard, Suite 250
Lakewood, CA 90712
(562) 982-1337

Contractor Licensing Board

200 Oceangate, Suite 1050
Long Beach, CA 90802
(562) 590-5331
(800) 235-6393

Department of Consumer Affairs

400 R. Street, Suite 140
Sacramento, CA 95814
(800) 344-9940

Employment Development Department

4300 Long Beach Boulevard Suite 700A
Long Beach, CA 90807
(562) 428-0021

Franchise Tax Board

4300 Long Beach Boulevard Suite 700B
Long Beach, CA 90807
(800) 852-5711

Department of Social Services

Child Care/Adult Care
Residential Program
(323) 981-3300

State of California (continued)

State Board of Equalization

680 W. Knox Street, Suite 200
Torrance, CA 90502
(310) 516-4300
or

12440 E. Imperial Highway
Norwalk, CA 90650
(562) 466-1694

United States Government

Internal Revenue Service

501 W. Ocean Boulevard, Third Floor
Long Beach, CA 90802
(800) 829-1040

Small Business Administration

330 N. Brand Boulevard, Suite 190
Glendale, CA 91203
(818) 552-3210

Utilities

(Gas, Water, Refuse, Sewer)

City of Long Beach

Commercial Services Bureau

333 W. Ocean Boulevard, Plaza Level
Long Beach, CA 90802
(562) 570-5700

(Electricity)

Southern California Edison and Electrical Service Providers Information

(800) 655-4555

(Telephone Service)

Verizon

(800) 483-5000

Miscellaneous

Better Business Bureau

(909) 981-3300

**CITY OF LONG BEACH BUSINESS LICENSE APPLICATION**

Fourth Floor, City Hall

333 W. Ocean Boulevard, Long Beach, CA 90802

www.longbeach.gov

(562) 570-6211

TDD (562) 570-6793

GENERAL INFORMATION

OWNER'S NAME (If corporation, use corporate name. If partnership – principal)		DRIVER'S LICENSE NUMBER	STATE	SOCIAL SECURITY NUMBER
BUSINESS NAME (D.B.A.)		TYPE OF BUSINESS (Specific)		
BUSINESS ADDRESS	STREET	CITY	STATE	ZIP
MAILING ADDRESS (if different)		STREET	CITY	STATE
RESIDENCE ADDRESS (if different)		STREET	CITY	STATE
LIST OF PRINCIPLE OFFICERS' OR PARTNERS' NAMES AND ADDRESSES		TITLE		
		PERCENT OWNERSHIP		
		TITLE		
		PERCENT OWNERSHIP		
		TITLE		
		PERCENT OWNERSHIP		
<input type="checkbox"/> New Business <input type="checkbox"/> Address Change <input type="checkbox"/> Ownership Change <input type="checkbox"/> Secondary License <input type="checkbox"/> Sole Owner <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> L.L.P. <input type="checkbox"/> L.L.C.				

BUSINESS OPERATIONS INFORMATION

START DATE	NO. OF EMPLOYEES	NO. OF VEHICLES	FEDERAL TAX ID. NUMBER	SALES TAX (SELLER'S PERMIT) NUMBER
Does your business have a Calif State Lic? <input type="checkbox"/> Y <input type="checkbox"/> N		STATE LICENSE NUMBER	CLASSIFICATION(S)	RENEWAL DATE
FOOD / ALCOHOL / ENTERTAINMENT		SERVICES / FUND RAISING		
Do you plan to sell or serve food? (including pre-packaged) <input type="checkbox"/> Y <input type="checkbox"/> N		Will you provide a towing service? <input type="checkbox"/> Y <input type="checkbox"/> N		
If selling food, are there more than 10 square feet of food products displayed? <input type="checkbox"/> Y <input type="checkbox"/> N		Will you offer massage, bodywrap, escort or other similar personal services? <input type="checkbox"/> Y <input type="checkbox"/> N		
If serving food, how many seats?: _____		Will you engage in fund raising? <input type="checkbox"/> Y <input type="checkbox"/> N		
Do you plan to sell or serve alcoholic beverages? <input type="checkbox"/> Y <input type="checkbox"/> N		Will you deal in coins, stamps, firearms, jewels, or second-hand property? <input type="checkbox"/> Y <input type="checkbox"/> N		
If yes, ABC License number: _____		HAZARDOUS MATERIALS / MEDICAL WASTE		
Does your business involve amusement machines, video games and/or pool tables? <input type="checkbox"/> Y <input type="checkbox"/> N		Will you use, store, or transport chemicals (new or waste state)? <input type="checkbox"/> Y <input type="checkbox"/> N		
How many: _____ Type: _____		Will you manage or produce biohazardous materials or waste? <input type="checkbox"/> Y <input type="checkbox"/> N		
Does your business have vending machines? <input type="checkbox"/> Y <input type="checkbox"/> N		BUILDING AND FACILITY INFORMATION		
How many: _____ Type: _____		Business sq. ft.: _____		
Will you have: <input type="checkbox"/> dancing, <input type="checkbox"/> music (live or amplified)?		Do you <input type="checkbox"/> own or <input type="checkbox"/> rent/lease your business property?		
		Does your business require construction and/or remodeling? <input type="checkbox"/> Y <input type="checkbox"/> N		

ACKNOWLEDGMENT

I have received a copy of "OPERATING A BUSINESS IN LONG BEACH". I understand that before I can operate my business in Long Beach, my establishment must comply completely or I will be in violation of the L. B. M. C., Section 3.80.421.5. I declare, under penalty of perjury, that I am authorized to complete this application. To the best of my knowledge and belief, the provided information and statements are true and correct.

- SIGN and return this statement with your remittance.

- Make checks payable to *City of Long Beach*

Owner or Authorized Agent

SIGNATURE

DATE

PRINT NAME/TITLE

DO NOT WRITE BELOW THIS LINE

Review Path: <input type="checkbox"/> Min <input type="checkbox"/> Mod <input type="checkbox"/> Com		Inspection(s): <input type="checkbox"/> Bldg <input type="checkbox"/> Fire <input type="checkbox"/> Hlth <input type="checkbox"/> PD <input type="checkbox"/> Oth		Date/time: _____	Init: _____
Basic Tax		= \$		Prev Use: _____	Exp Date: _____
Employees	# _____ @ \$ _____	=		Prev Lic: _____	
Vehicles	# _____ @ \$ _____	=		Exp date: _____	
Other	# _____ @ \$ _____	=		District: _____	
DPIA, BSPA, BKBA base		=		CRT: _____	
PIA Employees	# _____ @ \$ _____	=		SIC: _____	
Regulatory		=		Entered by: _____	
Investigation		=		Date: _____	
Misc. Fees		=			
Sub Total		= \$			
Zoning		= \$			
Building Inspection		=			
Total		= \$			

Zoning Review☐ Y ☐ N ☐ N/A

By: _____

Date: _____

☐ New construction ☐ Reuse

Zone: _____

Comments: _____

NOTE: THIS IS NOT A BUSINESS LICENSE: DO NOT OPERATE UNTIL A VALID LICENSE HAS BEEN ISSUED

ATTENTION LICENSE APPLICANT

Business License Required (L.B.M.C. 3.80.210)

Under the Long Beach Municipal Code (Section 3.80.210), any person operating a business in the City of Long Beach is required to obtain a business license and pay an annual business license tax, prior to the operation of that business.

Term of License (L.B.M.C. 3.80.520)

A business license is valid for one (1) year from the date of issuance (unless otherwise noted) and must be renewed each year. A renewal notice is sent to the licensee ten (10) days prior to the due date, and the licensee has thirty (30) days to pay without penalty. If a notice is not received by the licensee, he/she is still responsible for payment by the due date. If the licensee changes his/her mailing address during the year, he/she should contact the Business License Section to report the change.

Penalties (L.B.M.C. 3.80.422)

A penalty equivalent to twenty-five percent (25%) of the payment due applies to all delinquent licenses unpaid after thirty (30) days from the due date. An additional ten percent (10%) penalty is added on the first day of the calendar month following the imposition of the twenty-five percent (25%) penalty if the tax remains unpaid, up to a maximum of one hundred percent (100%) of the tax due. The postmark will govern the determination of whether or not a tax payment is delinquent. A delinquent tax will be deemed a debt to the City, and the licensee shall be liable for legal action if it remains unpaid.

Multiple Businesses at one Location (L.B.M.C. 3.80.420.6)

When more than one business activity is engaged in at the same location, and the activity falls into a classification other than that of the original license, the licensee is required to obtain an additional license for each different business activity. If the licensee has more than one business license at the same location, he/she may choose to pay for all employees on one license. If so, the licensee will pay for the employees on the license with the higher employee rate.

Definition of an Employee (L.B.M.C. 3.80.150)

For the purpose of Business License taxation in the City of Long Beach, an employee is defined as: Every person engaged in the operation or conduct of any business in Long Beach, whether as owner, member of the owner's family, partner, associate, agent, manager or solicitor, and every person employed or working in such business, whether full-time, part-time, permanent or temporary, for a wage, salary, commission or room and board.

Change of Location (L.B.M.C. 3.80.424)

Every person possessing a City of Long Beach Business License who changes the location of his place of business shall, prior to engaging in such a business at the new location, have the City endorse the new location on the license.

Display of License (L.B.M.C. 3.80.425.5)

Every person having a license shall prominently display the license at the place of business. If the business is operated from a vehicle, an identifying decal issued by the City shall be affixed to the vehicle, and the business license shall be carried by the licensee.

Refunds Prior to Start of Business (L.B.M.C. 3.80.427.5.F)

Any application for refund must be made by the person entitled to the money within one year after payment of the money to the City. No refund shall be made of any moneys paid for the issuance or renewal of any license unless it is determined that such licensee has not engaged in, nor held himself out as being engaged in, such business or occupation at any time after the effective date of the license. The amount of the refund shall be the full amount of the license tax paid, less an amount determined by the Director of Financial Management, which shall cover the cost of investigation and issuance of the license.

Sales or Use Tax

Sales or Use Tax may apply to your business activity. You may seek advice regarding the application of the tax to your business by writing or calling the State Board of Equalization at:

680 W. Knox St., 2nd
Floor
Torrance, CA 90508
(310) 516-4300

-or-

12440 E. Imperial
Hwy.
Norwalk, CA 90651
(562) 466-1694

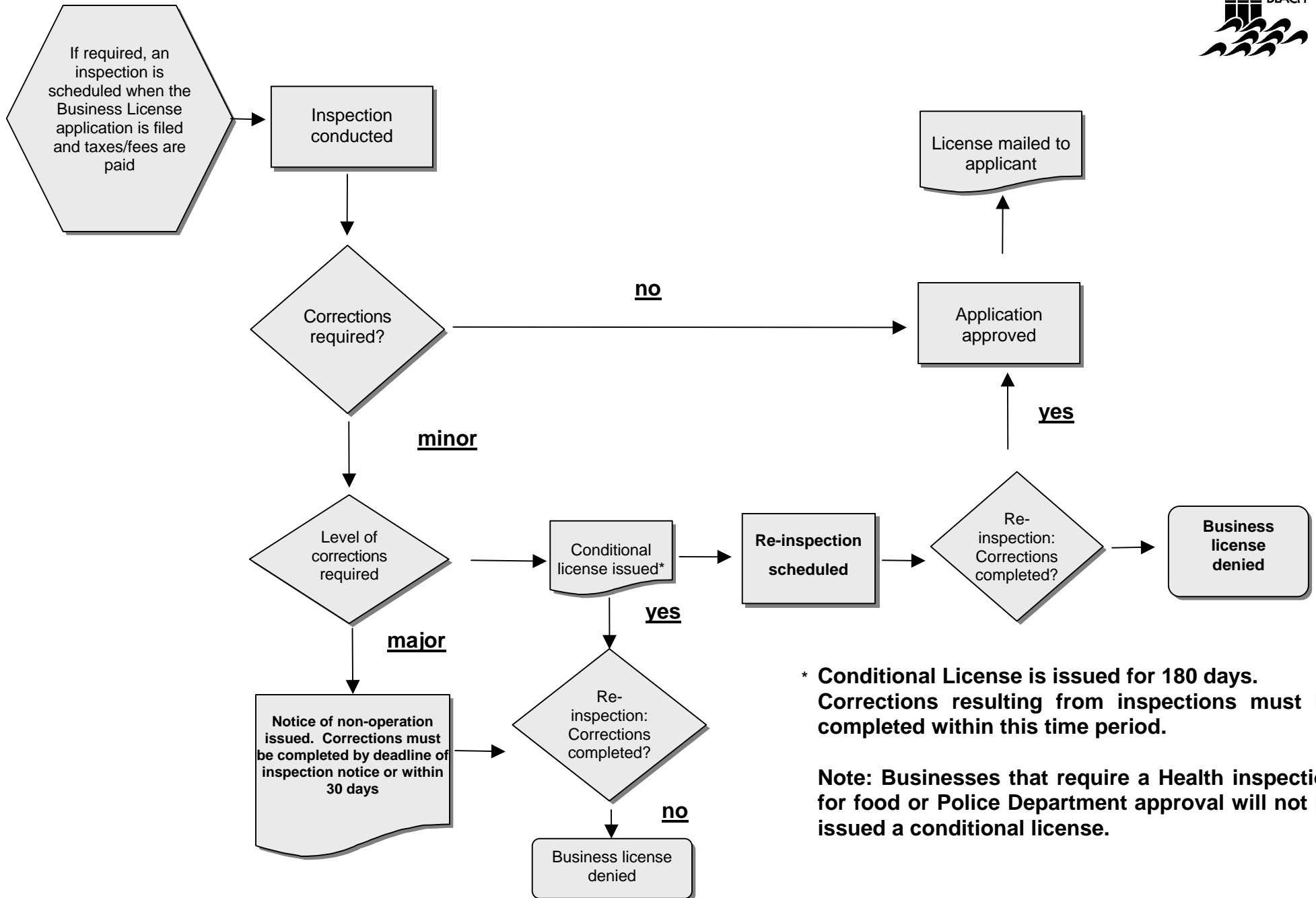
Inspections (The business license application must be available on site at time of inspection). When a business license inspection is scheduled, the business must be fully prepared to operate, and the business owner or operator must be on site for the entire scheduled time of inspection. If the business owner or operator is unprepared for or misses a scheduled business license inspection without giving a minimum of 24 hours notice to the appropriate City agency, a re-inspection fee will be assessed.

I have read and understand the **Inspections** requirements:

Signature

Date

Business License Inspection Process



[illegible]